

## Requirements of Contractors through the End of the Fiscal Year

New Awards	
Prior to Negotiation and Award	During Contract Performance
Review Council's recommended 2003 Accrual Limit – if necessary, work with the council to get the amount reviewed and changed.	Remember to add flow down clauses in awarded subcontracts (i.e., Davis Bacon clauses, Termination clauses, etc., contact CO for more details)
Submit Statements of Work that accurately reflect the proposal submitted and recommended for funding by the Council and consistent with BPA's decision.	Submit invoices in a timely manner, i.e., within 60 days of incurring expense, if possible
Submit a budget that reflects the best estimate of amount necessary to accomplish Statement of Work	Monitor expenses to make sure you don't go over the accrual limit.
Submit a work schedule that shows when specific work is expected to be performed	Submit early notification to BPA Contracting Officer if it appears you may exceed the accrual limit and will need additional funding
Submit an Accrual Estimate showing the amount expected to be spent each month to support the work schedule (Exhibit A)	If additional funding is not authorized suspend all contract activity immediately—accrue no additional costs
Incur no costs prior to contract execution unless specifically authorized by CO.	Submit progress status reports as required by each individual contract
Sign and Return Documents Promptly NOTE: No contract will be issued until everything is signed	Prepare End-of-Fiscal-Year Accrual to accurately reflect costs incurred but not billed

Upcoming Contract Renewals	
Prior to Negotiation and Award	During Contract Performance
Review Council's recommended 2003 Accrual Limit – if necessary, work with the council to get the amount reviewed and changed.	Remember to add flow down clauses in awarded subcontracts (i.e., Davis Bacon clauses, Termination clauses, etc., contact CO for more details)
Submit Statements of Work that accurately reflect the proposal submitted and recommended for funding by the Council and consistent with BPA's decision.	Submit invoices in a timely manner, i.e., within 60 days of incurring expense, if possible
Submit a budget that reflects the best estimate of amount necessary to accomplish Statement of Work	Monitor expenses to make sure you don't go over the accrual limit
Submit a work schedule that shows when specific work is expected to be performed	Submit early notification to BPA Contracting Officer if it appears you may exceed the accrual limit and will need additional funding
Submit an Accrual Estimate showing the amount expected to be spent each month to support the work schedule (Exhibit A)	If additional funding is not authorized suspend all contract activity immediately– accrue no additional costs
Submit a Schedule showing remaining accrued but not billed against previous contract period	Submit progress status reports as required by each individual contract
Incur no costs prior to contract execution unless specifically authorized by CO	Prepare End-of-Fiscal-Year Accrual to accurately reflect costs incurred but not billed
Sign and Return Documents Promptly	

Already Renewed or Awarded Contracts	
Prior to Negotiation and Award	During Contract Performance
N/A – Already Awarded	Review Council’s recommended 2003 Accrual Limit – if necessary, work with the council to get the amount reviewed and changed
	Monitor expenditures and use best efforts to not exceed the accrual limit established by the Council.
.	Remember to add flow down clauses in awarded subcontracts (i.e., Davis Bacon clauses, Termination clauses, etc., contact CO for more details)
.	Submit invoices in a timely manner, i.e., within 60 days of incurring expense, if possible
	Submit progress status reports as required by each individual contract
	Prepare End-of-Fiscal-Year Accrual to accurately reflect costs incurred but not billed

At this time BPA is still undecided about revising already awarded or renewed contracts to include an accrual limit. Understanding that the Council accrual recommendations considered the current financial constraints and were within the current program budget parameters, **we are asking every contractor with an already renewed or awarded contract to voluntarily monitor their rate of expenditure to ensure they do not exceed the Council’s recommended accrual limit.**